

The Chemical Weapons Convention
Declaration and Report Handbook
for Schedule 1 Chemicals

December 1999

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Certification Form

Form 1-1 Schedule 1 Facility or Trading Company Identification

Form 1-2 Declaration on Schedule 1 Chemical Activities at the Facility During
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SECTION 1: INTRODUCTION

Background

On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction (Chemical Weapons Convention, Convention or CWC), which requires initial and annual declarations and reports on activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals and Unscheduled Discrete Organic Chemicals (UDOCs) above applicable threshold quantities. Such requirements are promulgated in the Chemical Weapons Convention Regulations (CWCRCR) (15 CFR parts 710 - 722).

Handbook Overview

This Handbook should be used in conjunction with the CWCRCR to complete the required declaration and report forms that are due to the Bureau of Export Administration (BXA). If there are discrepancies between the CWCRCR and this Handbook (including the forms and form instructions), the CWCRCR prevail.

Section 2 of this Handbook contains the Schedules of Chemicals which are subject to CWCRCR declaration and report requirements. The Schedules of Chemicals are divided into three sections, including Schedule 1, Schedule 2, and Schedule 3 chemicals. UDOCs are not included in the Schedules of Chemicals. Section 3 of this Handbook briefly summarizes the declaration and report requirements; however, as previously noted, the CWCRCR contain the specific declaration and report requirements as well as any possible exemptions.

This Handbook also includes a “Guide to Submission of Forms,” that contains information on which forms are due to BXA for each type of declaration or report. The forms are also in this Handbook, and detailed instructions for completing each form are found on the reverse side of the forms. There are also four Supplements to this Handbook in which necessary information is contained for completing the forms. Supplement 1 is a guide on “How to Determine Latitude and Longitude Coordinates” for identifying the location of your facility. Supplement 2 is a listing of “Product Group Codes” for describing products manufactured at your plant or plant site. Supplement 3 is a listing of “Destination Codes” for identifying the destination to or from which you exported or imported a scheduled chemical. Lastly, Supplement 4 is a “Glossary of Definitions and Terms” for describing key words in this Handbook and on the forms.

Declaration and Report Requirements

The requirements for submission of declarations and reports for a specific facility, trading company or person subject to the CWCRCR are dependent upon the activity (production, processing, consumption, export, and import), the chemical, and the amounts of the chemical involved in the activity during:

- the previous calendar year for Schedule 1 and Schedule 3 chemicals and UDOCs;
- the previous three calendar years for Schedule 2 chemicals; and
- the next calendar year for anticipated activities of Schedule 1, Schedule 2 and Schedule 3 chemicals.

Parts 712 through 715 of the CWCRC set forth declaration and report requirements for scheduled chemicals and UDOCs.

Forms

BXA has designed the forms that are contained in this Handbook to require the minimum amount of information for the United States to meet its obligations under the Convention. If there are discrepancies between the CWCRC and the form instructions, the CWCRC prevail.

You can obtain additional copies of the Handbooks, including the forms, by contacting the Information Technology Team (ITT) at (703) 235-1335. The forms and forms software (DESI - Data Entry Software for Industry) as well as other related information may also be obtained via the Internet at <http://www.cwc.gov>. The forms are provided in Adobe Acrobat PDF format.

Assistance

If you need assistance in completing the forms included in this Handbook, contact BXA's ITT by telephone at (703) 235-1335. You may also e-mail your questions to ITT at cwcqa@cwc.gov.

If you need assistance in determining whether a chemical is classified as a Schedule 1, Schedule 2 or Schedule 3 chemical, or is a UDOC, you can submit to ITT a request for a chemical determination. Your request should include the information listed below. If you are unable to provide all of this information, you should explain why you cannot provide the information.

- (1) Date of request;
- (2) Company name and complete street address;
- (3) Point of contact;
- (4) Phone and fax number of contact;
- (5) Chemical name;
- (6) Structural formula;
- (7) Chemical Abstract Service registry number, if assigned; and
- (8) Any additional information which you feel is relevant to the chemical and/or process involved and which is not of a confidential or proprietary nature.

You can request a chemical determination via fax at (703) 235-1481 or e-mail at cdr@cwcc.gov, or you can mail the request to the following address:

Information Technology Team (ITT)
Bureau of Export Administration
U.S. Department of Commerce
1555 Wilson Blvd., Suite 710
Arlington, VA 22209-2405

Paperwork Reduction Act

The collections of information described in this Handbook are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). The Office of Management and Budget has approved the collection of information that is required under the CWCR. The public reporting burdens for this collection of information (OMB Collection #: 0694-0091) are estimated to average 10.6 hours for Schedule 1 chemicals, 11.9 hours for Schedule 2 chemicals, 2.5 hours for Schedule 3 chemicals, and 5.3 hours for UDOCs. These estimates include the time required to collect the required information and to complete the forms.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number.

Confidential Business Information

The Chemical Weapons Convention Implementation Act of 1998 defines “confidential business information” for purposes of CWC declarations, reports, notifications, and inspections. Certain confidential business information (CBI) provided by facilities, trading companies or other persons to BXA on the CWC forms is exempt from public disclosure under the Freedom of Information Act. Facility-specific information contained in declarations, including confidential business information, will be forwarded to the Organization for the Prohibition of Chemical Weapons (OPCW), and the OPCW will provide certain types of information from the declaration(s) to other States Parties upon request. See Part 718 of the CWCR for additional information on the treatment of CBI.

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SECTION 2: SCHEDULES OF CHEMICALS

Schedule 1

- A. Toxic chemicals:** (CAS registry number)
- (1) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) alkyl
(Me, Et, n-Pr or i-Pr)-phosphonofluoridates
- e.g. Sarin: O-Isopropyl methylphosphonofluoridate (107-44-8)
Soman: O-Pinacolyl methylphosphonofluoridate (96-64-0)
- (2) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) N,N-dialkyl
(Me, Et, n-Pr or i-Pr) phosphoramidocyanidates
- e.g. Tabun: O-Ethyl N,N-dimethyl phosphoramidocyanidate (77-81-6)
- (3) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) S-2-dialkyl
(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl
(Me, Et, n-Pr or i-Pr) phosphonothiolates and
corresponding alkylated or protonated salts
- e.g. VX: O-Ethyl S-2-diisopropylaminoethyl methylphosphonothiolate (50782-69-9)
- (4) Sulfur mustards:
- 2-Chloroethylchloromethylsulfide (2625-76-5)
Mustard gas: Bis(2-chloroethyl)sulfide (505-60-2)
Bis(2-chloroethylthio)methane (63869-13-6)
Sesquimustard: 1,2-Bis(2-chloroethylthio)ethane (3563-36-8)
1,3-Bis(2-chloroethylthio)-n-propane (63905-10-2)
1,4-Bis(2-chloroethylthio)-n-butane (142868-93-7)
1,5-Bis(2-chloroethylthio)-n-pentane (142868-94-8)
Bis(2-chloroethylthiomethyl)ether (63918-90-1)
O-Mustard: Bis(2-chloroethylthioethyl)ether (63918-89-8)
- (5) Lewisites:
- Lewisite 1: 2-Chlorovinylchloroarsine (541-25-3)
Lewisite 2: Bis(2-chlorovinyl)chloroarsine (40334-69-8)
Lewisite 3: Tris(2-chlorovinyl)arsine (40334-70-1)
- (6) Nitrogen mustards:
- HN1: Bis(2-chloroethyl)ethylamine (538-07-8)

| | |
|---|--------------|
| HN2: Bis(2-chloroethyl)methylamine | (51-75-2) |
| HN3: Tris(2-chloroethyl)amine | (555-77-1) |
| (7) Saxitoxin | (35523-89-8) |
| (8) Ricin | (9009-86-3) |
| B. Precursors: | |
| (9) Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides | |
| e.g. DF: Methylphosphonyldifluoride | (676-99-3) |
| (10) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) O-2-dialkyl (Me, Et, n-Pr or i-Pr)-aminoethyl alkyl (Me, Et, N-Pr or i-Pr) phosphonites and corresponding alkylated or protonated salts | |
| e.g. QL: O-Ethyl O-2-diisopropylaminoethyl methylphosphonite | (57856-11-8) |
| (11) Chlorosarin: O-Isopropyl methylphosphonochloridate | (1445-76-7) |
| (12) Chlorosoman: O-Pinacolyl methylphosphonochloridate | (7040-57-5) |

Schedule 2

| | |
|---|-----------------------|
| A. Toxic chemicals: | (CAS registry number) |
| (1) Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate and corresponding alkylated or protonated salts | (78-53-5) |
| (2) PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene | (382-21-8) |
| (3) BZ: 3-Quinuclidinyl benzilate | (6581-06-2) |
| B. Precursors: | |
| (4) Chemicals, except for those listed in Schedule 1, containing a phosphorus atom to which is bonded one methyl, ethyl or propyl (normal or iso) group but not further carbon atoms, | |
| e.g. Methylphosphonyl dichloride | (676-97-1) |
| Dimethyl methylphosphonate | (756-79-6) |

- Exemption: Fonofos: O-Ethyl S-phenyl ethylphosphono-
thiolothionate (944-22-9)
- (5) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides
- (6) Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl
(Me, Et, n-Pr or i-Pr)-phosphoramidates
- (7) Arsenic trichloride (7784-34-1)
- (8) 2,2-Diphenyl-2-hydroxyacetic acid (76-93-7)
- (9) Quinuclidine-3-ol (1619-34-7)
- (10) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethyl-2-chlorides
and corresponding protonated salts
- (11) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols
and corresponding protonated salts
- Exemptions:
- N,N-Dimethylaminoethanol (108-01-0)
and corresponding protonated salts
- N,N-Diethylaminoethanol (100-37-8)
and corresponding protonated salts
- (12) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols
and corresponding protonated salts
- (13) Thiodiglycol: Bis(2-hydroxyethyl)sulfide (111-48-8)
- (14) Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol (464-07-3)

Schedule 3

- A. Toxic chemicals:** (CAS registry number)
- (1) Phosgene: Carbonyl dichloride (75-44-5)
- (2) Cyanogen chloride (506-77-4)
- (3) Hydrogen cyanide (74-90-8)
- (4) Chloropicrin: Trichloronitromethane (76-06-2)

B. Precursors:

| | |
|------------------------------|--------------|
| (5) Phosphorus oxychloride | (10025-87-3) |
| (6) Phosphorus trichloride | (7719-12-2) |
| (7) Phosphorus pentachloride | (10026-13-8) |
| (8) Trimethyl phosphite | (121-45-9) |
| (9) Triethyl phosphite | (122-52-1) |
| (10) Dimethyl phosphite | (868-85-9) |
| (11) Diethyl phosphite | (762-04-9) |
| (12) Sulfur monochloride | (10025-67-9) |
| (13) Sulfur dichloride | (10545-99-0) |
| (14) Thionyl chloride | (7719-09-7) |
| (15) Ethyldiethanolamine | (139-87-7) |
| (16) Methyldiethanolamine | (105-59-9) |
| (17) Triethanolamine | (102-71-6) |

SECTION 3: SCHEDULE 1 INFORMATION AND FORMS

Introduction

Part 712 of the Chemical Weapons Convention Regulations (CWCRC) sets forth the declaration and report requirements that apply to the production, export, and import of Schedule 1 chemicals. Submitters should refer to Part 712 of the CWCRC to determine their declaration and report requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration and report requirements of Schedule 1 chemicals. If there are discrepancies between the information in this section and the declaration and report requirements set forth in Part 712 of the CWCRC, the CWCRC prevail.

This section also contains a “Guide to Submission of Schedule 1 Forms” that identifies the specific forms which must be included in each declaration or report package, the necessary declaration and report forms, as well as specific instructions for completing the forms.

Schedule 1 chemicals are those that pose a high risk to the object and purpose of the Convention, and have limited commercial uses.

Declaration and Report Requirements

Initial Declarations are required from facilities that produced Schedule 1 chemicals in excess of 100 grams aggregate in calendar years 1997, 1998 or 1999. The Initial Declaration consists of a current technical description of your facility or its relevant parts, including a narrative statement, detailed diagrams of the declared area(s), and an inventory of equipment in the declared area. Note that you do not provide production data with your Initial Declaration. Such data should be included in your Annual Declaration on Past Activities.

Annual Declarations on Past Activities are required from facilities that produced Schedule 1 chemicals in excess of 100 grams aggregate in the previous calendar year, beginning with calendar year 1997.

Note that in addition to production data, a declared facility is required to include information on the forms such as the latitude and longitude coordinates of the center of the declared facility, quantity of a Schedule 1 chemical consumed at the facility, the Schedule 1, 2 or 3 precursor chemical(s) used by the facility to produce Schedule 1 chemicals, and the declared facility’s year-end inventory.

Annual Reports on Exports and Imports are required from facilities, trading companies or other persons subject to the CWCRC that exported or imported any amount of Schedule 1 chemicals in the previous calendar year, beginning with calendar year 1997.

Annual Declarations on Anticipated Activities are required from facilities that anticipate to produce in excess of 100 grams aggregate of Schedule 1 chemicals in the next calendar year.

Amended Declarations or Reports are required for changes or additions to previously submitted declarations and reports.

Round to Zero Rule for Schedule 1 Chemicals

Facilities that produce, export or import quantities of Schedule 1 chemicals in aggregate concentrations of 0.5% or less, by volume or weight, whichever yields the lesser percent, as unavoidable by-products or impurities may round to zero and are not subject to the provisions of Part 712 of the CWCR.

Counting Schedule 1 Chemicals

You must count only the aggregate amount (weight) of Schedule 1 chemicals in a mixture, not the total weight of the mixture.

GUIDE TO SUBMISSION OF SCHEDULE 1 FORMS

| Declaration or Report Type | Schedule 1 Forms | | | | | | | | | Due Dates |
|--|------------------|-----|-----|------|------|-----|-----|---|---|--|
| | Cert. | 1-1 | 1-2 | 1-2A | 1-2B | 1-3 | 1-4 | A | B | |
| Initial Declaration ¹ | ✓ | ✓ | | | | | | ❶ | ❷ | See Note February 28 |
| Annual Declaration on Past Activities | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ❶ | ❷ | See Note February 28 |
| Annual Report on Exports and Imports | ✓ | ✓ | | | | ✓ | | ❶ | ❷ | See Note |
| Annual Declaration on Anticipated Activities | ✓ | ✓ | | | | | ✓ | ❶ | ❷ | August 3 of each year prior to the calendar year in which anticipated activities will take place |
| Amended Declaration ² | ✓ | ✓ | | | | | | ❶ | ❷ | |
| Amended Report ² | ✓ | ✓ | | | | | | ❶ | ❷ | |

✓ - Form Required ❶ - Attach, as appropriate ❷ - Optional

Listing of Schedule 1 Forms

Certification Form

| | |
|-----------|---|
| Form 1-1 | Schedule 1 Facility or Trading Company Identification |
| Form 1-2 | Declaration on Schedule 1 Chemical Activities at the Facility During the Previous Year |
| Form 1-2A | Declaration on Schedule 1, 2, and 3 Precursor Chemical(s) Used to Produce a Schedule 1 Chemical |
| Form 1-2B | Declaration on Transfers of Schedule 1 Chemical to Other Facilities in the United States |
| Form 1-3 | Declaration or Report on Schedule 1 Chemical Exported to or Imported From Other States Parties |
| Form 1-4 | Declaration on Schedule 1 Anticipated Activities |
| Form A | Attachments for Schedule 1 Facility or Trading Company (attach as appropriate) |
| Form B | Optional Comments |

Note: The following Schedule 1 declarations and reports must be submitted to the Bureau of Export Administration within 90 days after the publication of the interim rule implementing the CWC: Initial Declaration; Annual Declarations on Past Activities for calendar years 1997, 1998, and 1999; and Annual Reports on Exports and Imports for calendar years 1997, 1998 and 1999.

- Requires submission of a narrative statement describing the facility, a detail diagram(s) of the declared areas of the facility, and an inventory of equipment.
- Submit the specific forms being amended.

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CERTIFICATION FORM Schedule 1 Declaration or Report

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

A separate Certification Form is required for:

- a) each Schedule 1 facility that has declaration requirements (declared facility);
- b) each Schedule 1 facility with reporting requirements (undeclared facility); and
- c) each trading company with Schedule 1 reporting requirements.

This form serves several purposes, including:

- a) identifying a Point of Contact;
- b) certifying the accuracy of the submitted declaration;
- c) identifying the type of declaration submitted; and
- d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration or Report Point of Contact (D/R-POC) and Other Requested Information: Designate a D/R-POC. The D/R-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration or report; and (2) for general information. The D/R-POC need not be the person who prepares the forms or signs the Certification Form.

Question C.6 Certification: The Certification must be signed and dated by the owner, the operator, or a senior management official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Type of Declaration or Report: Check the box for the type of declaration or report being submitted (e.g., initial, past activities, anticipated activities, exports and imports, and amended) and indicate the year for which the information applies. The category "Amended Declaration" or "Amended Report" refers to corrections to previously submitted declarations or reports (e.g., corrections in address, corrections in chemical quantities and identifications, and submission of an omitted form). Provide the year for which the amended declaration or report applies.

The INITIAL DECLARATION provides a technical description of the declared Schedule 1 facility or its relevant parts. An initial declaration is required if your facility produced or is anticipated to produce more than 100 grams

aggregate of Schedule 1 chemicals. You are required to submit a current technical description of your facility or its relevant parts, including a narrative statement, detailed diagrams of the declared area(s), and an inventory of equipment in the declared area. You are also required to submit an ANNUAL DECLARATION ON PAST ACTIVITIES for each year in which you exceeded the 100 gram aggregate threshold. There are two types of Initial Declarations:

1) A facility that produced more than 100 grams aggregate of Schedule 1 chemicals in calendar year 1997, 1998, or 1999.

NOTE: If you anticipate to make significant changes (e.g., relocation of the facility or its relevant parts, expansion of declared areas) to your initial declaration, you must submit an amended declaration describing such changes not less than 200 days before you implement such changes.

2) A newly established facility or a previously undeclared existing facility that anticipates it will produce more than 100 grams aggregate of Schedule 1 chemicals. NOTE: You are required to submit your Initial Declaration 200 days in advance of commencing such production.

The ANNUAL DECLARATION ON PAST ACTIVITIES provides information on the production, consumption, storage, domestic transfer, export or import of Schedule 1 chemicals by a declared Schedule 1 facility for the previous calendar year. A facility must submit an ANNUAL DECLARATION ON PAST ACTIVITIES if the facility produced more than 100 grams aggregate of Schedule 1 chemicals.

The ANNUAL REPORT OF EXPORTS AND IMPORTS provides detailed information on exports and imports of Schedule 1 chemicals to or from other States Parties. Note that reports of exports and imports of Schedule 1 chemicals are transmitted to the OPCW. (See Section 712.5(a) of the CWC Regulations.)

The ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES provides information on anticipated production in the next calendar year of each Schedule 1 chemical and the purposes for which each will be used. You must submit this declaration if you anticipate producing more than 100 grams aggregate of Schedule 1 chemicals at your previously declared facility in the next calendar year.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

CWC SCHEDULE 1 DECLARATION OR REPORT

FACILITY OR TRADING COMPANY NAME:

U.S. FACILITY OR TRADING COMPANY CODE
(once assigned):

FORM 1-1 SCHEDULE 1 FACILITY OR TRADING COMPANY IDENTIFICATION

Submit this form for each declared Schedule 1 facility, undeclared Schedule 1 facility, or trading company. You must submit this form for each type of declaration or report (initial, past activities, anticipated activities, exports and imports, and amended).

1-1.1

Owner:

Telephone Number: ()

Fax Number: ()

1-1.2

Operator:

Telephone Number: ()

Fax Number: ()

1-1.3

Building Name or Structure Number:

1-1.4

Street Address:

City:

State:

Zip Code:

1-1.5**Provide the geographic coordinates of the center of the facility (see Supplement No. 1).**

a. Latitude (Deg/ Min/ Sec/ N): / / / N

b. Longitude (Deg/ Min/ Sec/ W): / / / W

1-1.6**For the Initial Declaration (declared facilities only) check the appropriate box and provide the required information as an attachment to Form A.**☐ Detailed Technical Description of Facility☐ Changes to the Detailed Technical Description

Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.

NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers provided below.

1-1.7.1

Name of I-POC:

I-POC's Telephone Number:

()

ext:

I-POC's Alternate Telephone Number:

()

ext:

I-POC's Fax Number:

()

1-1.7.2

Name of Alternate I-POC (Optional):

I-POC's Telephone Number:

()

ext:

I-POC's Alternate Telephone Number:

()

ext:

I-POC's Fax Number:

()

FORM 1-1 Schedule 1 Facility or Trading Company Identification

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form for each declared Schedule 1 facility, undeclared Schedule 1 facility, or trading company. Declared Schedule 1 facilities must submit this form for each type of declaration (initial, past activities, anticipated activities, and amended) and complete questions 1-1.1 through 1-1.7 as appropriate. Undeclared Schedule 1 facilities and trading companies must complete questions 1-1.1 through 1-1.4 to satisfy their annual export and import reporting requirements.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

For the INITIAL DECLARATION, submit the Certification Form, this Form 1-1, and Form A. You must also provide and attach to Form A a technical description of your facility or its relevant parts. On Form 1-1, you must complete questions 1-1.1 through 1-1.7.

For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit the Certification Form, Form 1-1, Forms 1-2, 1-2A, 1-2B, 1-3, and Form A, as appropriate. Note that Form 1-3 (exports and imports) is to be submitted as part of your declaration if you are a declared facility. On Form 1-1, you must complete questions 1-1.1 through 1-1.5, and 1-1.7.

For the ANNUAL REPORT ON EXPORTS AND IMPORTS, submit the Certification Form, Form 1-1, and Form 1-3. On Form 1-1, you must complete questions 1-1.1 through 1-1.4.

For the ANNUAL DECLARATION ON ANTICIPATED ACTIVITIES, submit the Certification Form, Form 1-1, and Form 1-4. On Form 1-1, you must complete questions 1-1.1 through 1-1.5, and 1-1.7.

For amended declarations or reports, submit the Certification Form, Form 1-1, and the applicable form(s) being amended. If you are changing the technical description of your facility previously submitted with your Initial Declaration, you must complete 1-1.6 as well as all other questions on this Form 1-1.

All submitters should assign a unique name to the facility or

trading company, and record this name in the appropriate box in the upper right-hand corner of Form 1-1. The Department of Commerce will provide each submitter with a unique code. This code, hereafter referred to as a "U.S. Facility or Trading Company Code," will be the primary means of identifying a facility after the Initial Declaration or the first Report on Exports and Imports is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations or reports.

Questions 1-1.1 through 1-1.4: Provide the name and telephone and fax numbers of the owner and the operator or the occupant or the agent in charge of the facility or the trading company. Provide the Building Name or Structure Number of the facility or the trading company and the address. **DONOT PROVIDE A POST OFFICE BOX.**

Question 1-1.5: Provide the latitude and longitude for the center of the facility using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minutes)/00(seconds)/N
Longitude: 000(degree)/00(minutes)/00(seconds)/W

NOTE: If your geographic coordinates do not represent the center of the facility, you must clearly explain in your detailed technical description the location of your coordinates (e.g., Room 2 in Building 7). You should name this section of your detailed technical description "Geographic Coordinates."

Question 1-1.6: Check the appropriate box to indicate if you are providing a detailed technical description of your facility or its relevant parts as part of your Initial Declaration, or changes to the technical description previously submitted. For the Initial Declaration, you must submit a current detailed technical description of your facility or its relevant parts, including: (1) narrative statement; (2) detailed diagrams of the declared area(s); and (3) inventory of equipment in the declared area. Attach this information to Form A.

Questions 1-1.7.1 & 1-1.7.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers so the U.S. Government may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The U.S. Government must be able to contact the I-POCs on a 24 hour basis.

CWC SCHEDULE 1 DECLARATION

FACILITY NAME:

U.S. FACILITY CODE (once assigned):

FORM 1-2 DECLARATION ON SCHEDULE 1 CHEMICAL ACTIVITIES AT THE FACILITY DURING THE PREVIOUS YEAR

Submit this form for each Schedule 1 chemical produced, stored, and/or consumed by, and domestically transferred from the declared Schedule 1 facility.

CAS REGISTRY NO.:

CHEMICAL NAME :

Check this box if you have attached a structural formula for this chemical to Form A. ☐

1-2.1**Quantity Produced:** _____ grams

(If this Schedule 1 chemical was produced, also submit Form 1-2A (below).)

1-2.2**Quantity Consumed:** _____ grams**Purpose(s) of Consumption:**☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL ☐ MEDICAL ☐ PROTECTIVE☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL**1-2.3****Maximum Quantity Stored at any time during the previous year (YYYY):**

grams

1-2.4**Quantity Stored at Previous Calendar Year End (as of 12-31) (YYYY):**

grams

1-2.5a. Was the chemical transferred to other facilities in the U.S. during the previous calendar year? ☐ YES ☐ NO

b. If yes, give the total quantity transferred (also submit Form 1-2B):

grams

FORM 1-2A. DECLARATION ON SCHEDULE 1, 2, AND 3 PRECURSOR CHEMICAL(S) USED TO PRODUCE A SCHEDULE 1 CHEMICAL.

Submit this form for each Schedule 1 chemical produced by the declared Schedule 1 facility using one or more precursor chemicals listed on Schedules 1, 2 or 3.

CAS REGISTRY NO.:

CHEMICAL NAME:

Provide the following information for each precursor chemical used by this facility to produce this Schedule 1 chemical.

1-2A.1

a. Precursor Chemical Name:

b. CAS Registry No.:

c. Quantity Used

grams

1-2A.2

a. Precursor Chemical Name:

b. CAS Registry No.:

c. Quantity Used

grams

1-2A.3

a. Precursor Chemical Name:

b. CAS Registry No.:

c. Quantity Used

grams

If additional pages of Form 1-2A for this chemical are attached, indicate the total number of pages as follows:

page ____ of ____ (e.g. page x of y)

FORM 1-2 Declaration on Schedule 1 Chemical Activities at the Facility during the Previous Year

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

If you produced more than 100 grams aggregate of Schedule 1 chemicals during the previous calendar year, you are a declared Schedule 1 facility and must submit Form 1-2. Note: Undeclared Schedule 1 facilities and trading companies that have reporting requirements for exports or imports of Schedule 1 chemicals are not required to submit Form 1-2.

FOR THE ANNUAL DECLARATION ON PAST ACTIVITIES, you must submit a separate Form 1-2 for each Schedule 1 chemical you produced, consumed, stored and/or transferred domestically from your facility in any quantity during the previous calendar year.

Submit Form A to identify any additional information (e.g., chemical name, chemical structural formula, site diagram, maps) you submit with your completed forms package.

In the upper right-hand corner of this form, enter the facility name or U.S. facility code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-2.1: Identify the quantity of the Schedule 1 chemical produced at the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram.

Question 1-2.2: Identify the quantity of the Schedule 1 chemical consumed by the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram. Check the appropriate box(es) to identify the purpose(s) for which the chemical was consumed.

Question 1-2.3: Identify the maximum quantity of the Schedule 1 chemical stored at any time at the facility during the previous calendar year. Report the quantity of the chemical to the nearest gram. The quantity reported should include all types of storage (e.g., tanks, process vessels, on-site shipping containers) at the declared facility.

Question 1-2.4: Identify the quantity of the Schedule 1 chemical stored at the facility at the end of the previous calendar year (i.e., the quantity stored on December 31 of the reporting year). Report the quantity of the chemical to the nearest gram.

Question 1-2.5: Identify whether this facility transferred the Schedule 1 chemical **to other facilities in the United States** during the previous calendar year, and the aggregate quantity (rounded to the nearest gram) involved in the transfers. If transfers within the United States did occur, also complete form 1-2B for each transaction. NOTE: Do NOT check the “yes” box in question 1-2.5 if your company exported (i.e., transferred the chemical to a recipient outside the United States) the Schedule 1 chemical. Exports should be recorded on Form 1-3.

FORM 1-2A Declaration on Schedule 1, 2 or 3 Precursor Chemical(s) Used to Produce a Schedule 1 Chemical

Submit this form for each Schedule 1 chemical you produced at your declared Schedule 1 facility using one or more Schedule 1, 2 or 3 precursor chemicals. Do not submit a Form 1-2A for a Schedule 1 chemical unless you provided production information in response to question 1-2.1 on Form 1-2.

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. NOTE: This is the same information as provided in Form 1-2 above.

Question 1-2A.x.a: Identify the Schedule 1, 2, or 3 precursor chemical(s) used by this facility to produce the Schedule 1 chemical.

Question 1-2A.x.b: Provide the corresponding CAS Registry Number for the precursor chemical.

Question 1-2A.x.c: Identify the quantity to the nearest gram of the Schedule 1, 2, or 3 precursor chemical used to produce the Schedule 1 chemical.

If there is insufficient space to record all of your precursor chemicals, use additional copies of Form 1-2A and indicate the page number of each continuation sheet and total number of pages using the format “page x of y” (as described at the bottom of this form).

| | | | |
|---|---|---|-----------|
| <h1 style="margin: 0;">CWC SCHEDULE 1 DECLARATION</h1> | | FACILITY NAME: | |
| | | U.S. FACILITY OR TRADING COMPANY CODE (once assigned): | |
| FORM 1-2B DECLARATION ON TRANSFERS OF SCHEDULE 1 CHEMICAL TO OTHER FACILITIES IN THE UNITED STATES | | | |
| Submit this form for each Schedule 1 chemical that was transferred to another facility in the United States during the previous calendar year. | | | |
| CAS REGISTRY NO.: | | CHEMICAL NAME: | |
| Check this box if you have attached a structural formula for this chemical to Form A. <input type="checkbox"/> | | | |
| Provide the following information for each domestic transfer of this Schedule 1 Chemical. | | | |
| 1-2B.1 | a. Name of recipient company: | | |
| | b. Street Address: | | |
| | City: | State: | Zip Code: |
| | c. Quantity: grams | | |
| | d. Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |
| 1-2B.2 | a. Name of recipient company: | | |
| | b. Street Address: | | |
| | City: | State: | Zip Code: |
| | c. Quantity: grams | | |
| | d. Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |
| 1-2B.3 | a. Name of recipient company: | | |
| | b. Street Address: | | |
| | City: | State: | Zip Code: |
| | c. Quantity: grams | | |
| | d. Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |

If additional pages of Form 1-2B for this chemical are attached, indicate the total number of pages as follows:
 page ____ of ____ (e.g. page x of y)

FORM 1-2B Declaration on Transfers of Schedule 1 Chemical to Other Facilities in the United States

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit Form 1-2B to declare each domestic transfer of a Schedule 1 chemical to another facility in the United States during the previous calendar year. You must separately declare each transfer of a Schedule 1 chemical to another facility during the previous year (e.g., if you made four transfers of the same Schedule 1 chemical to the same company in the previous year, you must separately declare each of those four transfers).

Do not submit this form unless you answered "yes" to question 1-2.5 on Form 1-2 for this Schedule 1 chemical. Form 1-2B, if applicable, is part of your ANNUAL DECLARATION ON PAST ACTIVITIES.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

In the upper right-hand corner of this form, enter the facility name or U.S. facility code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS

Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-2B: Provide the information in Question 1-2B.x.a through 1-2B.x.d for each domestic transfer of this Schedule 1 chemical.

Question 1-2B.x.a: Enter the name of the company that received the Schedule 1 chemical.

Question 1-2B.x.b: Enter the address of the recipient company listed in Question 1-2B.X.a. DO NOT PROVIDE A POST OFFICE BOX.

Question 1-2B.x.c: Enter the quantity of the transaction in grams.

Question 1-2B.x.d: Check the purpose intended for the transferred Schedule 1 chemical.

If there is insufficient space to record all of your domestic transfers, use additional copies of Form 1-2B. Indicate the page number of each additional page and total the number of pages of Form 1-2B for this chemical using the format "page x of y" (as described at the bottom of this form).

CWC SCHEDULE 1 DECLARATION OR REPORT

FACILITY OR TRADING COMPANY NAME:

U.S. FACILITY OR TRADING COMPANY CODE
(once assigned):

FORM 1-3 DECLARATION OR REPORT ON SCHEDULE 1 CHEMICAL EXPORTED TO OR IMPORTED FROM OTHER STATES PARTIES

CAS REGISTRY NO.:

CHEMICAL NAME:

Check this box if you have attached a structural formula for this chemical to Form A. ☐

Provide the following information on each export or import transaction.

1-3.1.1a. ☐ Export☐ Import (check one)

b. Name of recipient or source:

c. Street Address:

City, District:

State, Province:

Postal Code:

State Party (see Supplement No. 3):

 d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL
☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE

e. Quantity: grams

f. Date of transfer (YYYY-MM-DD):

1-3.1.2a. ☐ Export☐ Import (check one)

b. Name of recipient or source:

c. Street Address:

City, District:

State, Province:

Postal Code:

State Party (see Supplement No. 3):

 d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL
☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE

e. Quantity: grams

f. Date of transfer (YYYY-MM-DD):

1-3.1.3a. ☐ Export☐ Import (check one)

b. Name of recipient or source:

c. Street Address:

City, District:

State, Province:

Postal Code:

State Party (see Supplement No. 3):

 d. Purpose(s) of export/import: ☐ RESEARCH ☐ PHARMACEUTICAL ☐ WASTE DISPOSAL
☐ MEDICAL ☐ PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL ☐ PROTECTIVE

e. Quantity: grams

f. Date of transfer (YYYY-MM-DD):

 If additional pages of Form 1-3 for this chemical are attached, indicate the total number of pages as follows:
 page ____ of ____ (e.g., page x of y)

FORM 1-3 Declaration or Report on Schedule 1 Chemical Exported to or Imported From Other States Parties

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form for each Schedule 1 chemical that you exported to or imported from another State Party to provide detailed information on each trade transaction. Use a separate Form 1-3 for each Schedule 1 chemical. NOTE: There is no exclusion or de minimis amount for declaring or reporting Schedule 1 chemical exports or imports.

Declared facility. If you are a declared Schedule 1 facility, submit this Form 1-3 as part of your ANNUAL DECLARATION ON PAST ACTIVITIES.

Undeclared facilities and trading companies. If you are an undeclared Schedule 1 facility or trading company, submit this Form 1-3 as part of your ANNUAL REPORT ON EXPORTS AND IMPORTS.

Submit Form A to identify any additional information (e.g., site diagrams, maps, drawings, chemical structural formulas) you submit with your completed forms package.

In the upper right hand corner of this form, enter the facility or trading company name or U.S. Facility or Trading Company Code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the

chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-3.1.x.a: Check the appropriate box to indicate whether this trade transaction was an export or an import.

Question 1-3.1.x.b: Enter the name of the recipient or source of the Schedule 1 chemical in the other State Party.

Question 1-3.1.x.c: Enter the address of the recipient or source of the Schedule 1 chemical identified in b. above. Use the Destination Codes in Supplement 3 to identify the other State Party to the export or import.

Question 1-3.1.x.d: Check the appropriate box(es) to indicate the intended purpose(s) for the Schedule 1 chemical.

Question 1-3.1.x.e: Enter the quantity of the Schedule 1 chemical exported or imported in grams.

Question 1-3.1.x.f: Enter the date the Schedule 1 chemical cleared U.S. Customs for export or import.

If there is an insufficient amount of space to record all of your export and import transactions of this chemical, use additional copies of Form 1-3. Indicate the page number of each additional page and the total number of pages using the format "page _ of _" (as described at the bottom of this form).

| | | | |
|--|--|-------------------------------------|------------------------|
| <h1 style="text-align: center;">CWC SCHEDULE 1 DECLARATION</h1> | | FACILITY NAME: | |
| | | U.S. FACILITY CODE (once assigned): | |
| FORM 1-4 DECLARATION ON SCHEDULE 1 ANTICIPATED ACTIVITIES | | | |
| Submit this form for each Schedule 1 chemical anticipated to be produced at this Schedule 1 facility. | | | |
| CAS REGISTRY NO.: | | CHEMICAL NAME: | |
| Check this box if you have attached a structural formula for this chemical to Form A. <input type="checkbox"/> | | | |
| 1-4.1.1 | Anticipated Production Quantity: | grams | |
| 1-4.1.2 | Anticipated Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |
| 1-4.1.3 | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |
| | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |
| CAS REGISTRY NO.: | | CHEMICAL NAME: | |
| Check this box if you have attached a structural formula for this chemical to Form A. <input type="checkbox"/> | | | |
| 1-4.2.1 | Anticipated Production Quantity: | grams | |
| 1-4.2.2 | Anticipated Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |
| 1-4.2.3 | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |
| | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |
| CAS REGISTRY NO.: | | CHEMICAL NAME: | |
| Check this box if you have attached a structural formula for this chemical to Form A. <input type="checkbox"/> | | | |
| 1-4.3.1 | Anticipated Production Quantity: | grams | |
| 1-4.3.2 | Anticipated Purpose(s): <input type="checkbox"/> RESEARCH <input type="checkbox"/> PHARMACEUTICAL <input type="checkbox"/> WASTE DISPOSAL <input type="checkbox"/> MEDICAL <input type="checkbox"/> PRODUCTION OF OTHER SCHEDULE 1 CHEMICAL <input type="checkbox"/> PROTECTIVE | | |
| 1-4.3.3 | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |
| | Starting Date (YYYY-MM): | | Ending Date (YYYY-MM): |

FORM 1-4 Declaration on Schedule 1 Anticipated Activities

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form if you anticipate to produce Schedule 1 chemicals in excess of 100 grams aggregate at the declared facility in the next calendar year.

In the upper right hand corner of this form, enter the facility name or U.S. Facility Code (once assigned) that you entered on Form 1-1 (Schedule 1 Facility or Trading Company Identification).

For each Schedule 1 chemical being declared, provide the CAS Registry Number, if assigned, and the Chemical Name. If the chemical is not specifically listed by Chemical Name and CAS Registry Number in Supplement No. 1 to Part 712 of the CWC

Regulations (15 CFR 712), you must attach the structural formula of the chemical to Form A. Check the box to indicate that you have attached the structural formula.

Question 1-4.1.1: Provide the quantity of each Schedule 1 chemical that you anticipate to produce during the next calendar year.

Question 1-4.1.2: Check the appropriate box(es) to indicate the anticipated purposes for the Schedule 1 chemical.

Question 1-4.1.3: Provide the starting and ending dates for each of the anticipated periods of production of the Schedule 1 chemical at this Schedule 1 facility.

Follow the above instructions to complete Questions 1-4.2 and 1-4.3.

CWC SCHEDULE 1 FORM A

COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY.

Use this form to describe any attachment to this declaration or report. The Initial Declaration requires attachment of a technical description of the Schedule 1 facility. Attachments may also include, for example, any additional information on the precise location of a facility, site map, structural formula for a chemical.

FORM A ATTACHMENTS FOR SCHEDULE 1 FACILITY OR TRADING COMPANY

| |
|----------------------------------|
| Facility or Trading Company Name |
|----------------------------------|

Form Number

| |
|--|
| Identify the attachment with a unique name or description. |
|--|

[illegible]

FORM A Attachments for Schedule 1 Facility or Trading Company

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Submit this form to list any attachments containing additional information (e.g., site diagrams, structural formula for a Schedule 1 chemical).

As required by Form 1-1 for the **INITIAL DECLARATION**, you must use this form to list the documents that provide a detailed technical description of the declared facility or its relevant parts. The technical description for each declared facility or its relevant parts must include the following information: (1) narrative statement describing the facility; (2) detailed diagram(s) of the declared areas; and (3) inventory of equipment. (Note: If the diagram includes any areas which are not declared, you should clearly distinguish between the declared and non-declared areas). Submission of additional attachments to further characterize the site and to clarify its exact location is on a voluntary basis. Note that undeclared Schedule 1 facilities and trading companies should also use Form A to provide attachments.

Insert all attachments into an envelope and staple the envelope to Form A.

FACILITY NAME: In column 1, enter the name of the facility or trading company, and if assigned, enter its U.S. Facility Code.

FORMNUMBER: In column 2, enter the form number to which the additional information refers.

IDENTIFY THE ATTACHMENT WITH A UNIQUE NAME OR DESCRIPTION: In column 3, assign a unique name and/or description to identify each attachment. For structural formulas, provide the CAS Registry Number, if assigned, and/or Chemical Name.

CWC SCHEDULE 1

FORM B

FORM B OPTIONAL COMMENTS

| | |
|--------------|---|
| B.1.1 | Comments on form number____, question number____: |
| B.1.2 | Comments on form number____, question number____: |
| B.1.3 | Comments on form number____, question number____: |
| B.1.4 | Comments on form number____, question number____: |
| B.1.5 | Comments on form number____, question number____: |
| B.1.6 | Comments on form number____, question number____: |
| B.1.7 | Comments on form number____, question number____: |
| B.2.1 | General comments or suggestions: |

FORMB Optional Comments

Declaration and reporting requirements are set forth in Part 712 of the CWC Regulations (15 CFR 712).

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional, and the information provided will only be used by the Department of Commerce to improve the forms and the CWC reporting process.

SUPPLEMENT 1

HOW TO DETERMINE LATITUDE AND LONGITUDE COORDINATES

Introduction

The latitude and longitude coordinates of declared facilities are very important for pinpointing facility location and are a required data element on the CWC Declaration Forms. As a result, the Department of Commerce, Bureau of Export Administration (BXA) is encouraging facilities to make the best possible measurements when determining latitude and longitude coordinates. Undeclared facilities, trading companies or other persons subject to the Chemical Weapons Convention Regulations (CWCR) are not required to provide latitude and longitude coordinates.

The CWC Declaration Forms give you the option to identify the latitude or longitude coordinates of either the “center” of the facility or “another location” of the facility; however, if you do not specify the coordinates of the “center” of your facility, you must attach to Form A a description of the physical location identified by the coordinates (e.g., front gate, Building No. 15). You may also attach to Form A any additional information that may be useful to locate the facility.

Latitude is the distance north or south of the equator. Longitude is the distance east or west of the prime meridian (Greenwich, England). Latitude and longitude are measured in degrees, minutes, and seconds.

$1^{\circ}(\text{degree}) = 60'(\text{minutes})$

$1'(\text{minute}) = 60''(\text{seconds})$

How to Determine the Latitude and Longitude Coordinates of Your Facility

There are a number of inexpensive commercial systems or government services which are available to assist you in identifying your facility’s location, as listed below. You should use one of these systems or methods to determine the latitude and longitude coordinates of your facility. Note that you may have previously determined your facility’s precise latitude and longitude coordinates for other U.S. Government reporting requirements (e.g., EPA/TRI).

Global Position Systems (GPS) – GPS is one of the easiest and least expensive methods used in obtaining the precise latitude and longitude coordinates of a facility. The United States Government has determined that using a GPS in identifying the latitude and longitude coordinates of your facility is an acceptable method. During an inspection of your facility, inspectors of the Organization on the Prohibition of Chemical Weapons (OPCW) may also use a GPS to verify the location of your facility.

Survey Records – Another source for obtaining latitude and longitude coordinates of a facility is through use of surveying records from your local government’s Registrant Office.

Bureau of Export Administration (BXA) Assistance – BXA will assist you in identifying the latitude and longitude coordinates of your facility. You should contact BXA’s Information Technology Team at 703-235-1335 for assistance.

U.S. Geological Survey (USGS) Maps—The USGS is another important resource available for identifying the latitude and longitude coordinates of your facility. The USGS publishes topographic quadrangle maps which are useful tools available to help you in determining the latitude and longitude coordinates for your facility. These maps are published in varying degrees of detail. It is very important that latitude and longitude measurements be made from the most detailed maps available.

To identify the detailed topographic quadrangle map in which your facility is located, the USGS has published an index and a catalog of topographic maps available for each state. Both the index and the catalog are available in many libraries or may be obtained free of charge from the Distribution Branch of the USGS. The **Index to Topographic and Other Map Coverage** helps you to identify the most detailed map in which your facility is located.

The detailed topographic quadrangle maps are available in many libraries or may be purchased from the Distribution Branch of the USGS and from private map dealers. The Catalog of Topographic and Other Published Maps contains a list of map depository libraries and topographic map dealers for each state covered in the Catalog.

To purchase a topographic quadrangle map from the USGS, you must send a written request to the Distribution Branch of the USGS, containing the file number and map reference code, the name of the city, state and zip code in which your facility is located.

The Distribution Branch of the USGS can be reached at:

Distribution Branch of the USGS
P.O. Box 25286
Denver Federal Center
Denver, CO 80225
(303) 236-7477

Allow 5 Weeks for Delivery.

For faster service, you may call the USGS toll free number 1-800-435-7627 to obtain names of private map dealers in your state and the cost of the maps.

You may also purchase topographic maps online via the Internet at: <http://mapping.usgs.gov/mac/findmaps.html>.

In addition, you may purchase a topographic quadrangle map from the USGS through a USGS Public Inquiry Office. The Public Inquiry Offices are listed for each state on the inside back cover of the *Catalog of Topographic and Other Published Maps*.

If you need help in determining your latitude and longitude once you have the necessary map, the National Cartographic Information Center can provide assistance:

Western states: (303) 236-5829
Eastern states: (314) 341-0851

Determining Your Facility's Latitude and Longitude.

Once you have obtained the correct map for your facility (as illustrated at the end of this supplement):

- (1) Mark the location of your facility on the map with a point. If your facility is large, choose a point central to the production activities of the facility. If certain structures in your facility are represented on the map, mark one of the structures with a point.
- (2) Construct a small rectangle around the point with fine pencil lines connecting the nearest 2.5' or 5' graticules. *Graticules* are intersections of latitude and longitude lines that are marked on the map edge, and appear as black crosses at four points in the interior of the map.
- (3) Read and record the latitude in terms of North and longitude in terms of West (in degrees, minutes, and seconds) for the southeast corner of the small quadrangle drawn in step two. The latitude and longitude are printed at the edges of the map.
- (4) To determine the increment of latitude above the latitude line recorded in step 3,
 - position the map so that you face *west*:
 - place the ruler in approximately a north-south alignment, with the "0" on the latitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the latitude line to the desired point (the point distance);
- the measurement from the latitude line to the north line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the latitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of latitude}$$

[Note: 150" is the number of seconds of arc for the side of the small quadrangle on a 7.5' map. If you are using a 15' map, the multiplication factor is 300" instead of 150" since each graticule is 5' of latitude or longitude].

For example:

Point distance = 99.5
Total distance = 192.0

$$\frac{99.5}{192.0} \times 150'' = 77.7'' = 01'17.7''$$

(conversion procedure: $60'' = 1'$; $77.7'' = 60'' + 17.7'' = 01'17.7''$)

| | |
|--------------------|--------------------|
| Latitude in step 3 | 32°17'30.0"N |
| <u>Increment</u> | <u>+ 01'17.7"N</u> |
| Latitude of point | 32°18'47.7"N |

to the nearest second = 32°18'48.0"N

(5) To determine the increment of longitude west of the longitude line recorded in step 3,

- position the map so that you face *south*;
- place the ruler in approximately an east-west alignment with the "0" on the longitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the longitude line to the desired point (the point distance);
- the measurement from the longitude line to the west line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the longitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of longitude}$$

For example:

Point distance = 65.0
Total distance = 149.9

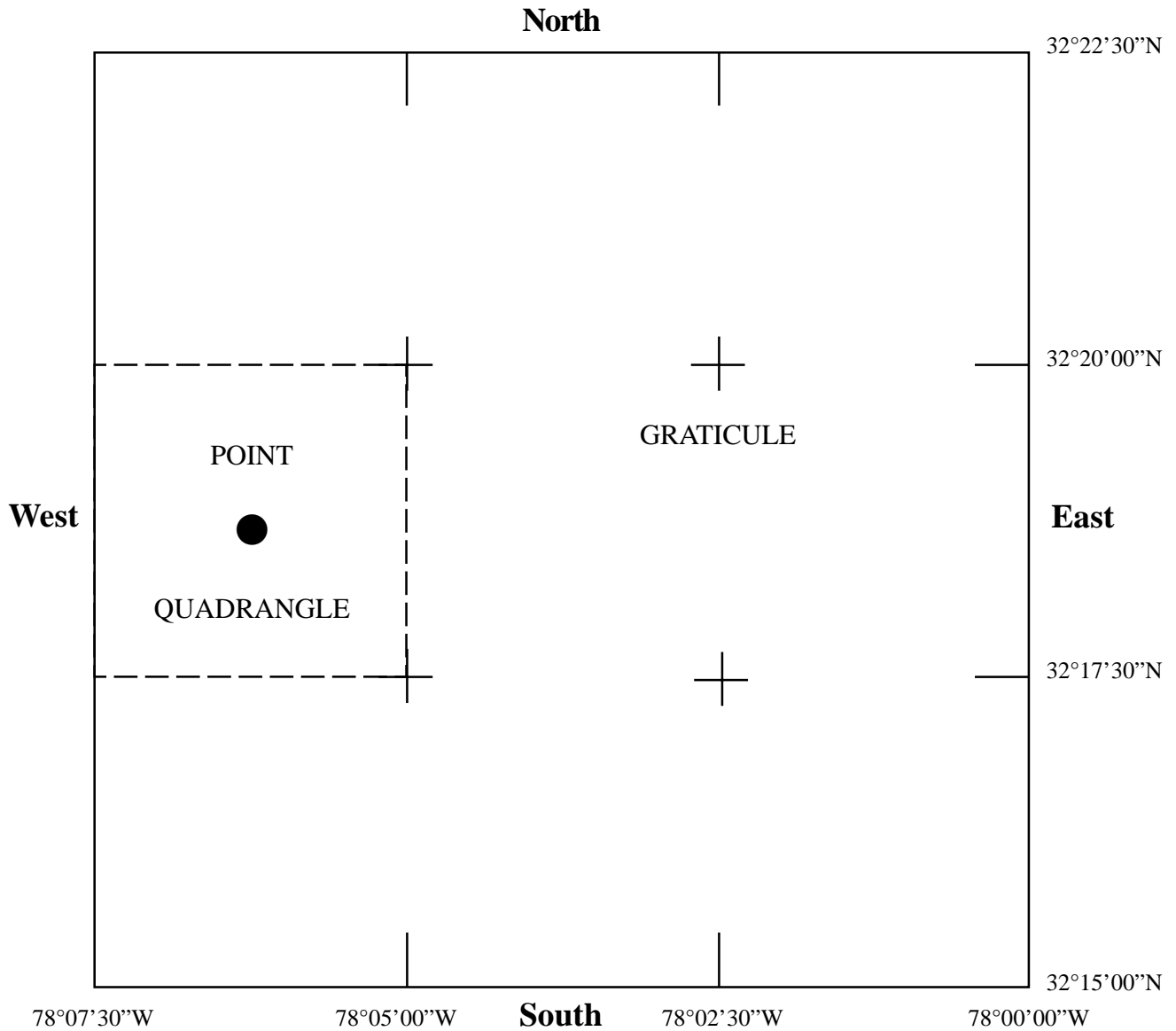
$$\frac{65.0}{149.9} \times 150'' = 65'' = 01'05''$$

(conversion procedure: $60'' = 1'$; $65'' = 60'' + 05'' = 01'05''$)

| | |
|--------------------|------------------|
| Latitude in step 3 | 78°05'00"W |
| <u>Increment</u> | <u>+ 01'05"W</u> |
| Latitude of point | 78°06'05"W |

to the nearest second = 78°06'05"W

LATITUDE/LONGITUDE DIAGRAM



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SUPPLEMENT 2

PRODUCT GROUP CODES

Standard International Trade Classification (SITC) 3 Digit Codes (an excerpt of chemicals and related products)

| Code | Description |
|------|---|
| 511 | Hydrocarbons, N.E.S., and their halogenated, sulphonated, nitrated or nitrosated derivatives |
| 512 | Alcohols, phenols, phenol-alcohols, and their halogenated, sulphonated, nitrated or nitrosated derivatives |
| 513 | Carboxylic acids and their anhydrides, halides, peroxides and peroxyacids; their halogenated, sulphonated, nitrated or nitrosated derivatives |
| 514 | Nitrogen-function compounds |
| 515 | Organo-inorganic compounds, heterocyclic compounds, nucleic acids and their salts, and sulphonamides |
| 516 | Other organic chemicals |
| 522 | Inorganic chemical elements, oxides and halogen salts |
| 523 | Metal salts and peroxysalts, of inorganic acids |
| 524 | Other inorganic chemicals; organic and inorganic compounds of precious metals |
| 525 | Radioactive and associated materials |
| 531 | Synthetic organic colouring matter and colour lakes, and preparations based thereon |
| 532 | Dyeing and tanning extracts, and synthetic tanning materials |
| 533 | Pigments, paints, varnishes and related materials |
| 541 | Medicinal and pharmaceutical products, other than medicaments of Group 542 |
| 542 | Medicaments (including veterinary medicaments) |
| 551 | Essential oils, perfume and flavour materials |
| 553 | Perfumery, cosmetic or toilet preparations (excluding soaps) |
| 554 | Soap, cleansing and polishing preparations |
| 562 | Fertilizers (other than those of Group 272) |
| 571 | Polymers of ethylene, in primary forms |
| 572 | Polymers of styrene, in primary forms |

| Code | Description |
|-------------|---|
| 573 | Polymers of vinyl chloride or of other halogenated olefins in primary forms |
| 574 | Polyacetals, other polyethers and epoxide resins, in primary forms; polycarbonates, alkyd resins, polyallyl esters and other polyesters |
| 579 | Waste, parings and scrap, of plastics |
| 581 | Tubes, pipes and hoses, and fittings therefor, of plastics |
| 582 | Plates, sheets, film, foil and strip, of plastics |
| 583 | Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics |
| 591 | Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulphur-treated bands, wicks and candles, and fly papers) |
| 592 | Starches, inulin and wheat gluten; albuminoidal substances; glues |
| 593 | Explosives and pyrotechnic products |
| 597 | Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations |
| 598 | Miscellaneous chemicals products, N.E.S. |
| 611 | Leather |

SUPPLEMENT 3

DESTINATION CODES

| CODE | DESTINATION (Name in English) |
|------------|---|
| AFG | AFGHANISTAN Islamic State of Afghanistan |
| ALB | ALBANIA Republic of Albania |
| DZA | ALGERIA People's Democratic Republic of Algeria |
| AND | ANDORRA Principality of Andorra |
| AGO | ANGOLA Republic of Angola |
| ATG | ANTIGUA AND BARBUDA |
| ARG | ARGENTINA Argentine Republic |
| ARM | ARMENIA Republic of Armenia |
| AUS | AUSTRALIA |
| AUT | AUSTRIA Republic of Austria |
| AZE | AZERBAIJAN Azerbaijani Republic |
| BHS | BAHAMAS Commonwealth of the Bahamas |
| BHR | BAHRAIN State of Bahrain |
| BGD | BANGLADESH People's Republic of Bangladesh |
| BRB | BARBADOS |
| BLR | BELARUS Republic of Belarus |
| BEL | BELGIUM Kingdom of Belgium |
| BLZ | BELIZE |
| BEN | BENIN Republic of Benin |
| BTN | BHUTAN Kingdom of Bhutan |
| BOL | BOLIVIA Republic of Bolivia |
| BIH | BOSNIA AND HERZEGOVINA Republic of Bosnia and Herzegovina |
| BWA | BOTSWANA Republic of Botswana |
| BRA | BRAZIL Federative Republic of Brazil |
| BRN | BRUNEI DARUSSALAM |
| BGR | BULGARIA Republic of Bulgaria |
| BFA | BURKINA FASO |
| BDI | BURUNDI Republic of Burundi |
| KHM | CAMBODIA Kingdom of Cambodia |
| CMR | CAMEROON Republic of Cameroon |

| CODE | DESTINATION (Name in English) |
|-------------|--|
| CAN | CANADA |
| CPV | CAPE VERDE Republic of Cape Verde |
| CAF | CENTRAL AFRICAN REPUBLIC |
| TCD | CHAD Republic of Chad |
| CHL | CHILE Republic of Chile |
| CHN | CHINA People's Republic of China (including Hong Kong and Macau) |
| COL | COLOMBIA Republic of Colombia |
| COM | COMOROS Islamic Federal Republic of the Comoros |
| COG | CONGO Republic of the Congo |
| COK | COOK ISLANDS |
| CRI | COSTA RICA Republic of Costa Rica |
| CIV | COTE D'IVOIRE Republic of Cote d'Ivoire |
| HRV | CROATIA Republic of Croatia |
| CUB | CUBA Republic of Cuba |
| CYP | CYPRUS Republic of Cyprus |
| CZE | CZECH REPUBLIC |
| PRK | DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA |
| COD | DEMOCRATIC REPUBLIC OF THE CONGO |
| DNK | DENMARK Kingdom of Denmark |
| DJI | DJIBOUTI Republic of Djibouti |
| DMA | DOMINICA Commonwealth of Dominica |
| DOM | DOMINICAN REPUBLIC |
| ECU | ECUADOR Republic of Ecuador |
| EGY | EGYPT Arab Republic of Egypt |
| SLV | EL SALVADOR Republic of El Salvador |
| GNQ | EQUATORIAL GUINEA Republic of Equatorial Guinea |
| ERI | ERITREA |
| EST | ESTONIA Republic of Estonia |
| ETH | ETHIOPIA Federal Democratic Republic of Ethiopia |
| FJI | FIJI Republic of Fiji |
| FIN | FINLAND Republic of Finland |
| FRA | FRANCE French Republic |
| GAB | GABON Gabonese Republic |
| GMB | GAMBIA Republic of Gambia |
| GEO | GEORGIA Republic of Georgia |

| CODE | DESTINATION (Name in English) |
|-------------|--|
| DEU | GERMANY Federal Republic of Germany |
| GHA | GHANA Republic of Ghana |
| GRC | GREECE Hellenic Republic |
| GRD | GRENADA |
| GTM | GUATEMALA Republic of Guatemala |
| GIN | GUINEA Republic of Guinea |
| GNB | GUINEA-BISSAU Republic of Guinea Bissau |
| GUY | GUYANA Republic of Guyana |
| HTI | HAITI Republic of Haiti |
| VAT | HOLY SEE (VATICAN CITY STATE) (Saint Siege) |
| HND | HONDURAS Republic of Honduras |
| HUN | HUNGARY Republic of Hungary |
| ISL | ICELAND Republic of Iceland |
| IND | INDIA Republic of India |
| IDN | INDONESIA Republic of Indonesia |
| IRN | IRAN (ISLAMIC REPUBLIC OF) Islamic Republic of Iran |
| IRQ | IRAQ The Republic of Iraq |
| IRL | IRELAND |
| ISR | ISRAEL State of Israel |
| ITA | ITALY Italian Republic |
| JAM | JAMAICA |
| JPN | JAPAN |
| JOR | JORDAN Hashemite Kingdom of Jordan |
| KAZ | KAZAKHSTAN Republic of Kazakhstan |
| KEN | KENYA Republic of Kenya |
| KIR | KIRIBATI |
| KWT | KUWAIT State of Kuwait |
| KGZ | KYRGYZSTAN Kyrgys Republic |
| LAO | LAOS PEOPLE'S DEMOCRATIC REPUBLIC |
| LVA | LATVIA Republic of Latvia |
| LBN | LEBANON Lebanese Republic |
| LSO | LESOTHO Kingdom of Lesotho |
| LBR | LIBERIA Republic of Liberia |
| LBY | LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya |
| LIE | LIECHTENSTEIN Principality of Liechtenstein |

| CODE | DESTINATION (Name in English) |
|-------------|---|
| LTU | LITHUANIA Republic of Lithuania |
| LUX | LUXEMBOURG Grand Duchy of Luxembourg |
| MDG | MADAGASCAR Republic of Madagascar |
| MWI | MALAWI Republic of Malawi |
| MYS | MALAYSIA |
| MDV | MALDIVES Republic of Maldives |
| MLI | MALI Republic of Mali |
| MLT | MALTA Republic of Malta |
| MHL | MARSHALL ISLANDS Republic of the Marshall Islands |
| MRT | MAURITANIA Islamic Republic of Mauritania |
| MUS | MAURITIUS Republic of Mauritius |
| MEX | MEXICO United Mexican States |
| FSM | MICRONESIA Federated States of Micronesia |
| MCO | MONACO Principality of Monaco |
| MNG | MONGOLIA |
| MAR | MOROCCO Kingdom of Morocco |
| MOZ | MOZAMBIQUE Republic of Mozambique |
| MMR | MYANMAR Union of Myanmar |
| NAM | NAMIBIA Republic of Namibia |
| NRU | NAURU Republic of Nauru |
| NPL | NEPAL Kingdom of Nepal |
| NLD | NETHERLANDS Kingdom of The Netherlands |
| NZL | NEW ZEALAND |
| NIC | NICARAGUA Republic of Nicaragua |
| NER | NIGER Republic of Niger |
| NGA | NIGERIA Federal Republic of Nigeria |
| NIU | NIUE Republic of Niue |
| NOR | NORWAY Kingdom of Norway |
| OMN | OMAN Sultanate of Oman |
| PAK | PAKISTAN Islamic Republic of Pakistan |
| PLW | PALAU Republic of Palau |
| PAN | PANAMA Republic of Panama |
| PNG | PAPUA NEW GUINEA |
| PRY | PARAGUAY Republic of Paraguay |
| PER | PERU Republic of Peru |

| CODE | DESTINATION (Name in English) |
|-------------|--|
| PHL | PHILIPPINES Republic of Philippines |
| POL | POLAND Republic of Poland |
| PRT | PORTUGAL Portuguese Republic |
| QAT | QATAR State of Qatar |
| KOR | REPUBLIC OF KOREA |
| MDA | REPUBLIC OF MOLDOVA |
| ROM | ROMANIA |
| RUS | RUSSIAN FEDERATION |
| RWA | RWANDA Rwandese Republic |
| KNA | SAINT KITTS AND NEVIS |
| LCA | SAINT LUCIA |
| VCT | SAINT VINCENT AND THE GRENADINES |
| SMR | SAN MARINO Republic of San Marino |
| STP | SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe |
| SAU | SAUDI ARABIA Kingdom of Saudi Arabia |
| SEN | SENEGAL Republic of Senegal |
| SYC | SEYCHELLES Republic of Seychelles |
| SLE | SIERRA LEONE Republic of Sierra Leone |
| SGP | SINGAPORE Republic of Singapore |
| SVK | SLOVAKIA Slovak Republic |
| SVN | SLOVENIA Republic of Slovenia |
| SLB | SOLOMON ISLANDS |
| SOM | SOMALIA Somali Democratic Republic |
| ZAF | SOUTH AFRICA Republic of South Africa |
| ESP | SPAIN Kingdom of Spain |
| LKA | SRI LANKA Democratic Socialist Republic of Sri Lanka |
| SDN | SUDAN Republic of the Sudan |
| SUR | SURINAME Republic of Suriname |
| SWZ | SWAZILAND Kingdom of Swaziland |
| SWE | SWEDEN Kingdom of Sweden |
| CHE | SWITZERLAND Swiss Confederation |
| SYR | SYRIAN ARAB REPUBLIC |
| TJK | TAJIKISTAN Republic of Tajikistan |
| THA | THAILAND Kingdom of Thailand |
| MKD | FORMER YUGOSLAV REPUBLIC OF MACEDONIA |

| CODE | DESTINATION (Name in English) |
|-------------|---|
| TGO | TOGO Togolese Republic |
| TON | TONGA Kingdom of Tonga |
| TTO | TRINIDAD AND TOBAGO Republic of Trinidad and Tobago |
| TUN | TUNISIA Republic of Tunisia |
| TUR | TURKEY Republic of Turkey |
| TKM | TURKMENISTAN |
| TUV | TUVALU |
| UGA | UGANDA Republic of Uganda |
| UKR | UKRAINE |
| ARE | UNITED ARAB EMIRATES |
| GBR | UNITED KINGDOM United Kingdom of Great Britain & Northern Ireland |
| TZA | UNITED REPUBLIC OF TANZANIA |
| USA | UNITED STATES United States of America |
| URY | URUGUAY Eastern Republic of Uruguay |
| UZB | UZBEKISTAN Republic of Uzbekistan |
| VUT | VANUATU Republic of Vanuatu |
| VEN | VENEZUELA Republic of Venezuela |
| VNM | VIET NAM Socialist Republic of Viet Nam |
| YEM | YEMEN Republic of Yemen |
| YUG | YUGOSLAVIA Federal Republic of Yugoslavia |
| ZMB | ZAMBIA Republic of Zambia |
| ZWE | ZIMBABWE Republic of Zimbabwe |
| TAI | TAIWAN ¹ |

1 Transfers to Taiwan of Schedule 2 and 3 chemicals must be declared or reported using the Destination Code “TAI”. This requirement does not imply recognition of the Taiwan authorities nor an official relationship with Taiwan.

SUPPLEMENT NO. 4

GLOSSARY OF DEFINITIONS AND TERMS

The following is a list of definitions and terms used in this Handbook. Certain of these definitions are reprinted from Section 710.1 of the Chemical Weapons Convention Regulations (15 CFR Section 710).

Act (The). The Chemical Weapons Convention Implementation Act of 1998 (22 U.S.C. 6701 et seq.).

Bureau of Export Administration (BXA). The Bureau of Export Administration of the United States Department of Commerce, including the Office of Export Administration and the Office of Export Enforcement.

By-product. Any chemical substance or mixture produced without a separate commercial intent during the manufacture, processing, use or disposal of another chemical substance or mixture.

Chemical Weapon. Means the following, together or separately:

- (a) A toxic chemical and its precursors, except where intended for purposes not prohibited under the CWC, provided that the type and quantity are consistent with such purposes;
- (b) A munition or device, specifically designed to cause death or other harm through the toxic properties of those toxic chemicals specified in paragraph (a) of this definition which would be released as a result of the employment of such munition or device; or
- (c) Any equipment specifically designed for use directly in connection with the employment of munitions or devices specified in paragraph (b) of this definition.

Chemical Weapons Convention (CWC or Convention). The Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, and its annexes opened for signature on January 13, 1993, and entered into force on April 29, 1997.

Chemical Weapons Convention Regulations (CWCR). The regulations used for compliance with the CWC which are contained at 15 CFR Parts 710 through 721.

Consumption. A complete conversion of a chemical into another chemical via a chemical reaction. Unreacted material should be accountable as either waste (i.e., consumption) or recycled material.

Declaration. Forms submitted by declared facilities to the U.S. Government on chemical activities that are above applicable threshold quantities and are required pursuant to the CWC regulations.

Declaration or Report Form. A multi-purpose form used regarding activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals, or Unscheduled Discrete Organic Chemicals. Declaration forms will be used by facilities or plant sites that have data declarations obligations under the CWCR and are

“declared” facilities whose facility-specific information will be transmitted to the OPCW. Report forms will be used by facilities that are “undeclared” facilities or plant sites and trading companies that have limited reporting requirements only for export and import activities under the CWC and whose facility specific information will not be transmitted to the OPCW. Information from declared facilities, undeclared facilities and trading companies will also be used to compile U.S. national aggregate figures on the production, processing, consumption, export and import of specific chemicals. See also definitions of declared facility, undeclared facility and report.

Declaration or Report Point of Contact (D/R-POC). The person who is responsible for clarifying information provided in the declaration or report and for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

Declared Facility or Plant Site. A facility or plant site required to complete data declarations of activities involving Schedule 1, Schedule 2, or Schedule 3 chemicals, or Unscheduled Discrete Organic Chemicals above applicable threshold quantities. Only certain declared facilities and plant sites are subject to routine inspections under the CWC. Plant sites that produced either Schedule 2 or Schedule 3 chemicals for Chemical Weapon purposes at any time since January 1, 1946, are also “declared” plants sites. However, such plant sites are not subject to routine inspection if they are not subject to declaration requirements because of past production, processing, consumption of Scheduled Chemicals or Unscheduled Discrete Organic Chemicals above applicable threshold quantities.

Dedicated and Multipurpose Schedule 2 Chemical Plants. Means the following:

A Schedule 2 plant is dedicated when its process configuration is dedicated to the declarable activities (production, processing, or consumption) in relation to declared Schedule 2 chemicals.

A Schedule 2 plant is multipurpose when the plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process configuration, i.e., the reconfiguration of the equipment and the piping as required for these different processes.

Destination Codes. Three-letter codes used to designate the destination from which CWC Scheduled Chemicals were export to or import from the United States. Destination Codes are listed in Supplement No. 3.

Discrete Organic Chemical. Any chemical belonging to the class of chemical compounds consisting of all compounds of carbon except for its oxides, sulfides, metal carbonates and metal carbides identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, if assigned.

Domestic Transfer. Means, with regard to declaration requirements for Schedule 1 chemicals under the CWC, any movement of any amount of Schedule 1 chemicals outside the geographical boundary of a facility in the United States to another destination in the United States, for any purpose. Domestic transfer includes movement between two divisions of one company or a sale from one company to another. Note that any movement to or from a facility outside the United States is considered an export or import for reporting purposes, not a domestic transfer.

EAR. The Export Administration Regulations (15 CFR parts 730 through 799).

Entity. Any person involved in the production, processing, consumption, export or import of Scheduled Chemicals and Unscheduled Discrete Organic Chemicals.

Facility. Any plant site, plant or unit.

Impurity. A chemical substance unintentionally present with another chemical substance or mixture.

Inspection Point of Contact (I-POC). The person who is available on a 24-hour basis to receive notice of an impending inspections of a declared plant site by the U.S. Government.

Manufacture. The act or process of producing a product from raw materials (suitable for use).

Operator. The person who is in charge of the daily operations of a plant or plant site. This person can also sign and verify the accuracy of declarations and reports that are submitted to BXA. This person may be present during inspections.

Organization for the Prohibition of Chemical Weapons (OPCW). The international organization, located in The Hague, The Netherlands, that administers the CWC.

Owner. The person who owns or possess the plant or plant site.

Person. Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, any State or any political subdivision thereof, or any political entity within a State, any foreign government or nation or any agency, instrumentality or political subdivision of any such government or nation, or other entity located in the United States.

Plant. A relatively self-contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

- (a) Small administrative area;
- (b) Storage/handling areas for feedstock and products;
- (c) Effluent/waste handling/treatment area;
- (d) Control/analytical laboratory;
- (e) First aid service/related medical section; and
- (f) Records associated with the movement into, around, and from the site, of declared chemicals and their feedstock or product chemicals formed from them, as appropriate.

Plant Site. The local integration of one or more plants, with any intermediate administrative levels, which are under one operational control and includes common infrastructure, such as:

- (a) Administration and other offices;
- (b) Repair and maintenance shops;
- (c) Medical center;

- (d) Utilities;
- (e) Central analytical laboratory;
- (f) Research and development laboratories;
- (g) Central effluent and waste treatment area; and
- (h) Warehouse storage.

Processing. A physical process such as formulation, extraction or purification in which a chemical is not converted into another chemical.

Precursor. Any chemical reactant which takes part, at any stage in the production, by whatever method, of a toxic chemical. The term includes any key component of a binary or multicomponent chemical system..

Product Group Codes. Standard International Trade Classification (SITC) Codes used to describe the kind of ultimate products manufactured at the plant or plant site (see definition of SITC codes).

Production. The formation of a chemical through chemical reaction.

Production Capacity. The annual quantitative potential for manufacturing a specific chemical based on the technological process actually used or, if the process is not yet operational, planned to be used at the relevant facility. It shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Schedule 2 declarations, the nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test-runs. The design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information.

PSF-chemical. An Unscheduled Discrete Organic Chemical containing one or more of the elements of phosphorus, sulfur or fluorine.

Quantity. The actual quantity of a chemical. Where the product contains less than 100% of the chemical, only the actual quantity of the chemical in the product shall be declared or reported.

Report. Information due to BXA from undeclared facilities or plant sites and trading companies on exports and imports of Schedule 1, Schedule 2 or Schedule 3 chemicals above the applicable thresholds. Such information is included in the national aggregate declaration prior to transmittal to the OPCW. Facility-specific information is not included in the national aggregate declaration.

Standard International Trade Classification Codes (SITC). United Nations trade classification codes which describes the kind of products manufactured at the plant or plant site based upon the main activities (see Supplement No. 3).

Storage. For purposes of Schedule 1 declarations, means any quantity of chemical that is not accounted for under the categories of production, export, import, consumption or domestic transfer.

Synthesis. The production of a chemical from its reactants.

Toxic Chemical. Any chemical which through its chemical action on life processes can cause death, temporary incapacitation, or permanent harm to humans or animals. The term includes all such chemicals, regardless of their origin or of their method of production, and regardless of whether they are produced in facilities, in munitions, or elsewhere. Toxic chemicals which have been identified for the application of verification measures are in schedules contained in Supplements No. 1 to Parts 712, 713, and 714 of the CWCR.

Trading Company. Any person involved in the export and/or import of Scheduled Chemicals in amounts greater than applicable threshold quantities, but not in the production, processing or consumption of such chemicals in amounts greater than threshold amounts requiring a declaration. If such persons exclusively export and/or import Scheduled Chemicals in amounts greater than applicable threshold quantities, they are subject to reporting requirements but are not subject to routine inspections.

Transfer to Other Industry. Means, for Schedule 3 declarations, transfers of chemicals to industries such as agriculture, construction, manufacturing, pharmaceutical, and service industries.

Undeclared Facility or Plant Site. A facility or plant site that is not subject to declaration requirements because of past or anticipated production, processing or consumption involving Scheduled Chemicals or Unscheduled Discrete Organic Chemicals above applicable threshold quantities. However, such facilities and plant sites may have a reporting requirement for exports and/or imports of such chemicals.

Unscheduled Chemical. A chemical that is not contained in Schedule 1, Schedule 2, or Schedule 3 (see Supplement No. 1 to Parts 712, 713 and 714 of the CWCR).

Unscheduled Discrete Organic Chemical (UDOC). Any discrete organic chemical that is not contained in the Schedules of Chemical (see Supplements No. 1 to Parts 712, 713 and 714 of the CWCR) and therefore is subject to declaration requirements of Part 715 of the CWCR. UDOCs subject to declaration are those produced by synthesis that were isolated for use or sale as specific end-products.

You. The term “you” or “your” means any person (see also definition of “person”). With regard to the declaration and reporting requirements of the CWCR, “you” refers to persons that have an obligation to declare or report certain activities under the provisions of the CWCR.

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